



CITY OF
BAINBRIDGE ISLAND

CULTURAL FUNDING ADVISORY TASK FORCE
MONDAY, NOVEMBER 1, 2021
ORIENTATION MEETING
ZOOM WEBINAR

THE CULTURAL FUNDING ADVISORY TASK FORCE WILL HOLD
THIS MEETING USING A VIRTUAL, ZOOM WEBINAR,
PER GOVERNOR INSLEE'S "STAY HOME, STAY HEALTHY" ORDERS

MEMBERS OF THE PUBLIC WILL BE ABLE TO CALL IN TO THE ZOOM MEETING
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/98288461810](https://bainbridgewa.zoom.us/j/98288461810)

OR TELEPHONE: 1-253-215-8782

WEBINAR ID: 982 8846 1810

AGENDA

MEMBERS: THANGAM CHANDRASEKARAN TERRY DOUGLASS-RESNIK
PETER DENIS DAVID REYNOLDS-GOOCH
SAL DEROSALIA HOLLY FRANCISCO-MAYNES

LIAISONS: COUNCILMEMBER BRENDA FANTROY-JOHNSON
COUNCILMEMBER LESLIE SCHNEIDER

ALSO ATTENDING: BRITTANY KIRK, BRITTANY KIRK NONPROFIT CONSULTING

MEETING GOALS

- CFATF MEMBERS AGREE ON APPROACH TO INITIAL PROPOSAL REVIEW

CALL TO ORDER / APPROVE AGENDA / CONFLICT OF INTEREST DISCLOSURE

MEMBER INTRODUCTIONS

REVIEW 2022-23 CULTURAL FUNDING GRANT REVIEW PROCESS

ADJOURNMENT

2022-23 Cultural Funding Grant Review Process

Key Dates

September

- ~~Monday, September 27~~ Informational meeting held for applicants

October

- ~~Friday, October 15 (no later than 4 pm)~~ RFP due
- ~~Week of October 18~~ Review proposals for completeness (staff)
- ~~Friday, October 29~~ Applications posted online; link sent to task force

November

- **Monday, November 1 (6-7 pm)** – Orientation
- **Monday, November 8 (4-6:30 or 5-7:30 pm)** – Application review
Initial review – *Discuss proposals and develop any questions for applicants*
- **Thursday, November 18 or Monday, November 22 (4-7 or 5-8 pm)** – Applicant presentations
Receive presentations from and hold Q&A with applicants
- **Monday November 29 or Tuesday, November 30 (4-6 or 5-7 pm)** – Funding recommendations

December

- **Tuesday, December 14**
City Council Business Meeting: *City Council approves funding recommendations; applicants notified*

Key Links

- [Task Force](#)
- [City's Funded Cultural Activities](#)

Key Contacts

- Ellen Schroer, Deputy City Manager, City of Bainbridge Island
eschroer@bainbridgewa.gov or (206) 780-8619
- Brittany Kirk, Brittany Kirk Nonprofit Consulting (Lead Consultant)
brittany@brittanykirk.com or (206) 492-1076
- Roz Lassoff, Executive Assistant, City of Bainbridge Island
rlassoff@bainbridgewa.gov or (206)780-8624

Task Force Introductions

Round 1:

Share name and brief background (neighborhood, how long here, professional background, engagement in arts and cultural activities, other civic engagement, etc.)

Round 2:

Why did you volunteer for CFATF?

One thing you're hoping to learn; one thing you're hoping to offer

Meeting Goals

- CFATF members understand legal and public record considerations of citizen review task forces
- CFATF members begin their service by creating shared agreement and understanding of proposed 2022-23 process
- Members agree to shared ground rules and discuss what will constitute "success" for task force
- CFATF members are oriented to key concepts in grantmaking and funding distribution recommendations
- CFATF members leave feeling energized and with a better understanding of task force roles and responsibilities

Task Force Role(s), Ground Rules and Shared Vision for Success

- I. Review task force charge

Ordinance No. 2020-08, Chapter 2.43 Cultural Funding Advisory Task Force, Section 2.43.030 Duties and Responsibilities.

The cultural funding advisory task force, working in collaboration with the city, shall develop funding recommendations for consideration by the city council. The task force's recommendation should meet any requirements or guidance provided from the city council to the task force including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding

2. How will we feel successful at the end of the process in early December?
3. From our task force charge and our discussion of success by early December, are there any group ground rules or practices we would like to consider?
4. A couple of observations of group process in grantmaking groups

Grantmaking 101

Proposal Types

(Examples, not an exhaustive list—at least a dozen types of grants exist)

General operating support grants, or “gen op” grants, support the general expenses of operating an organization, rather than the expenses of a specific project or program. A general operating support grant, often referred to as unrestricted or core support means that the funder supports the nonprofit's overall mission and trusts the organization to make good use of the funds.

Project or program grants support a specific project, program or activity of the organization, rather than its day-to-day activities. Project grants support specific activities with a beginning and end, clearly stated objectives and a specific budget. With this type of grant, the funder restricts the use of the funds to the designated project.

Summary: Project funding usually require a specific budget that recipients must follow. With operating grants, recipients may typically use funds at their discretion—wherever they need it most.

Key Financial Documents

1. IRS Form 990
2. Balance sheet (The balance sheet is a picture of the organization at a point in time.)
3. Budgets (The budget is the organization's financial plan for income and expenditures for a defined period of time.)

Three Things to Look for in Financial Documents

1. Relevant new knowledge
(e.g., they spend 40% of the budget on equipment)
2. Relevant substantive questions to ask the nonprofit organization
(e.g., Why do you spend so much on equipment?)
3. “I don't understand” questions to ask the nonprofit organization (or others, if about accounting)
(e.g., What is the difference between “equipment” and “furniture”?)

Sorting and Evaluating Proposals

Many grantmakers develop a system to place proposals into bins, or categories, prior to making a recommendation. This categorization provides the basis for treating similar proposals equitably and for clarification on how to proceed. Joel Orosz, who served as a program officer at the W.K. Kellogg Foundation for many years, separated proposals into the following four categories:

Joel Orosz's Four-Category Sorting System

1. Good idea/Good proposal
2. Good idea/Bad proposal
3. Bad idea/Good proposal
4. Bad idea/Bad proposal

1. Good Idea/Good Proposal and Bad Idea/Bad Proposal

These categories lead to easy decisions: fund in the first case, do not fund in the second case.

2. Bad Idea/Good Proposal

Making a sound decision about a bad idea/good proposal requires separating the beauty of the prose from the value of the proposal. Once this is done, the decision is quite simple: do not fund.

3. Good Idea/Bad Proposal

This is undoubtedly the most challenging. Proposals that fall into this category most commonly represent smaller, less sophisticated, and/or new organizations that have worthwhile ideas, but cannot afford to hire skilled grantwriters to present them in a compelling way. The risk that a grantmaker faces is making an automatic assumption that second-rate writing, spelling, and grammar reflects a second-rate project. This can be the case in some instances, but not in others. The challenge, therefore, is to conduct a careful analysis and make a clear and fair distinction. And this, in fact, is only the start of the challenge. It is extremely difficult to present poorly presented proposals to a board for consideration.

Large institutions have grantwriters who know how to put a proposal on paper. Small, community-based organizations often lack these resources, yet they still might be among the best partners for a funder and ones that might be in a strong position to create a significant social return on a grantmaker's investment.

Source: "Proposals: How to Separate the Good, Bad, and the Ugly," *The Insider's Guide to Grantmaking*, Joel Orosz

Initial Review

- Use the **reviewer worksheet** to consider the proposal against the evaluation criteria. Jot down notes and raise questions. Proposals will begin to blur after a while!
- Craft questions that seek clarity on elements in the proposal or about the organization; attempt to keep tone neutral.
- Review budget to seek alignment to proposed project goals and whether it's realistic to meet proposed timeline and outcomes.
- Understand how the proposal is addressing unmet need(s).
- Begin internal ranking prior to task force discussion. What falls in "strong" (Good Idea/Good Proposal) bucket?

Common Funding Recommendations

1. Do not fund.
2. Fully fund the project, with no stipulations.
3. Fully fund the project, with stipulations. This is a good option for proposals with a few correctable items that otherwise would prevent you from funding the proposal. For example, you may choose to fund a project as long as the grantee institutes a board process for evaluating the chief executive.
4. Partially fund the proposal. This occurs for different reasons and in different situations.